

LESS-THAN-MINOR DEVELOPMENT SUBMITTAL CHECKLIST

1.04.00 DEVELOPMENT REVIEW PROCEDURES

Less-Than Minor Development Process: “Less-Than- Minor development activities are reviewed administratively by the Technical Review Committee. Examples of Less-Than Minor activities include parking lot revisions or expansions which are not part of a development proposal, stormwater revisions which are not part of a development proposal and landscaping revisions.

Table 1.1 Less-Than-Minor Development Process
Pre-Application Conference
Project Submittal
Technical Review
Review Fees Paid
State permits signed /forwarded
Less-Than-Minor Development Order Issued

SUBMITTAL CHECKLIST

# ITEMS	ITEM*
1	Cover Letter with description of project and request for review
1	Submittal Fee \$250.00
1	Engineering Review Fee \$1500.00
2	Sealed topographic survey including legal description, FEMA flood zones, wetlands, wetland buffers, easements, existing structures, first floor elevation (per plat), elevation of crown of road(s) adjacent and within property, location of water/sewer connections and hydrant locations.
2	Tree survey with protected trees listed (See Appendix B Definition of Protected Tree in Freeport Land Development Code)
5	Engineered Site plans, including utilities; roadways, stormwater, landscaping and lighting
2	Stormwater management calculations
2	CDs or thumb-drives containing entire submittal package

*The City of Freeport reserves the right to request additional information not listed in these instructions as necessary in order to review this request.